

Effective 28 February 2002

Decorations, Awards, and Honors

Recruiting Incentive Awards

For the Commander:

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History. This UPDATE revises USAREC Reg 672-10, which is effective 28 February 2002.

Summary. This regulation establishes policy, procedures, and responsibilities for the Recruiting Incentive Awards Program. It announces point values and timeframes for each recruiting incentive award. It provides computation for-

mulas and instructions for administering the program.

Applicability. This regulation applies to Regular Army and Army Reserve recruiters, detailed recruiters, General Schedule civilian recruiting specialists, and Army health care recruiters.

Proponent and exception authority. The proponent for this regulation is the Director of Recruiting Operations. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate this authority, in writing, to a division chief within the proponent agency in the grade of lieutenant colonel or the civilian equivalent.

Army management control process. This

regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

Suggested improvements. The proponent agency of this regulation is the Office of the Director of Recruiting Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRO-PP), Fort Knox, KY 40121-2726.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution A. This regulation is published in the Recruiting Station Administration UPDATE.

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Chapter 1

General

1-1. Purpose

This regulation establishes policy, procedures, and responsibilities for the Recruiting Incentive Awards Program. It announces point values and timeframes for each recruiting incentive award. It provides computation formulas and instructions for administering the program.

1-2. References

Related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Policy

The Recruiting Incentive Awards Program is

*This regulation supersedes USAREC Regulation 672-10, 22 October 1999.

designed to recognize excellence in recruiting. Award qualification is based on the accumulation of points during a specific period of time.

1-5. Responsibilities

a. Headquarters, United States Army Recruiting Command (HQ USAREC).

(1) Director of Recruiting Operations will:

(a) Have responsibility for developing policy and procedures for the Recruiting Incentive Awards Program.

(b) Disseminate changes to policy and procedures via e-mail pending change to this regulation.

(c) Establish awards criteria.

(d) Publish a list of United States Army Recruiting Command (USAREC) Regular Army (RA) priority military occupational specialties (MOS's) and special training packages for the recruit ship month (RSM) and disseminate via e-mail. This list will be limited to not more than four priorities.

(e) Maintain awards statistics.

(f) Stock and issue supplies necessary for the Recruiting Incentive Awards Program.

(g) Administer the program.

(h) Process recommendations for the Gold Recruiter Badge, Recruiter Ring, and Sergeant Major Glen E. Morrell Award submitted by recruiting battalion (Rctg Bn) commanders and issue appropriate certificates.

(2) Director of Program Analysis and Evaluation will recommend changes to the Recruiting Incentive Awards Program based on recruiting trends and analysis, establish current substitution policies and procedures, and disseminate via e-mail.

(3) Director of Resource Management will, within funds available, provide funds to support the program.

(4) Director of Information Management will administer automation of the Recruiting Incentive Awards Program.

(5) Chief of Public Affairs Office will publish in the Recruiter Journal the names of:

(a) Gold Recruiter Badge recipients.

(b) Recruiter Ring recipients.

(c) Glen E. Morrell Award recipients.

(d) Recipients of awards from other award programs as directed.

b. Rctg Bn commanders and Army Medical Department detachment (AMEDD Det) commanders will:

(1) Appoint an individual to compute points earned by eligible personnel.

(2) Review award recommendations as verified by the Rctg Bn sergeant major (SGM) or AMEDD Det first sergeant (1SG) as appropriate.

(3) Act as approving authority for the recruiting incentive awards (gold stars, Gold Recruiter Badge, sapphire stars, Recruiter Ring, and Glen E. Morrell Award).

(4) Ensure that requests for award announcement memorandums for the Gold Badge, Recruiter Ring, and Glen E. Morrell Award are forwarded to HQ USAREC within 15 working days after an individual has been approved for each (all) award. For approved and earned awards the USAREC Form 598 (Recruiting In-

centive Awards - Production Point Worksheet) will be annotated with the date it was forwarded and initialed by the operations noncommissioned officer in charge.

NOTE: In order to prevent unnecessary delays, 100 percent of the unit's USAREC Forms 598 will be completed prior to the second Friday of the new RSM and forwarded to every recruiter.

(5) Ensure that, upon reassignment outside of the Rctg Bn, individuals are furnished copies of their production records and awards competition status prior to departure.

(6) Requisition recruiting incentive award supplies from HQ USAREC (RCRO-PP), Fort Knox, KY 40121-2726.

Chapter 2

Recruiting Incentive Awards

2-1. Purpose

This chapter explains the various recruiting incentive awards that are awarded by HQ USAREC and the requirements to earn those awards.

NOTE: Changes to the recruiting points and the means to compute will be announced via USAREC's Recruiting Edge Flyer (Incentive Award Point Update) or by e-mail as determined by the Commanding General (CG).

2-2. Basic Recruiter Badge

a. Wearing of any recruiting incentive award, while in uniform, is unauthorized except for those who have been awarded or authorized under the provisions of this regulation.

b. The Basic Recruiter Badge is awarded upon successful graduation of the Basic Recruiter Course. The Basic Recruiter Badge may be worn by eligible recipients, other than 79R personnel in accordance with USAREC Suppl 1 to AR 600-8-22. The Basic Recruiter Badge may only be worn while assigned to USAREC; however, upon reassignment from USAREC, the badge may be retained as a memento only, unless permanently awarded in accordance with USAREC Suppl 1 to AR 600-8-22.

c. The Gunner's Badge Program is designed to give the recruiting company (Rctg Co) commander an opportunity to employ the methods used by recruiters in accomplishing an enlistment. USAREC Form 1125 (Commanding General's Gunner Certificate) will be issued upon successful completion of the criteria described below, which authorizes the wearing of the green leadership flash. The U.S. Army Basic Recruiter Badge will be worn upon completion of the Commander's Course at the Recruiting and Retention School, Fort Jackson, South Carolina. To earn the leader's flash the Rctg Co commander must enlist one high school diploma graduate in test score category I-IIIA. The Rctg Co commander will follow all procedures of salesmanship and the steps of the processing cycle. The enlistment cannot be a referral from a recruiter. The enlistment must be a self-generated lead that is prospected for and processed for enlistment by the officer. During the enlistment process, Rctg Bn trainers may aid the Rctg Co commander. Under no circumstances

will the trainers become directly involved in the actual enlistment. Credit to the appropriate recruiting station (RS) is authorized, but the applicant will be enlisted by the Rctg Co commander and must ship for the certificate to remain valid. If a Delayed Entry Program (DEP) loss occurs it will void the award of the Gunner's Badge Certificate. The Rctg Co commander will be given 120 days from the date of assuming command to earn his or her Gunner's Badge Certificate which allows the wearing of the green leadership flash.

2-3. Achievement Stars and Gold Recruiter Badge

a. Table 2-1 lists the various recruiting incentive awards and the timeframes for earning each award.

b. The recruiting incentive awards must be earned in the sequence shown. Excess points received after the current award has been earned count toward the next award. (See para 3-12 regarding the sliding window.)

c. Permanent wear of the Gold Recruiter Badge for authorized personnel is in accordance with AR 600-8-22, paragraph 8-40.

Table 2-1
Awards

Award	Points	Months
1st Gold Star	300	NA
2d Gold Star	300	6
3d Gold Star	300	6
Gold Recruiter Badge	300	6
1st Sapphire Star	300	6
2d Sapphire Star	300	6
3d Sapphire Star	300	6
Recruiter Ring	1,200	24
Glen E. Morrell Award	2,400	NA

2-4. Recruiter Ring

a. After a recruiter has earned all of the awards through the 3d Sapphire Star, he or she is eligible to compete for the Recruiter Ring. To qualify for the Recruiter Ring, a total of 1,200 points must be earned within 24 months. (See para 3-12 regarding the sliding window.)

b. The Recruiter Ring signifies outstanding achievements in recruiting under the Recruiting Incentive Awards Program. No announcement memorandum is published awarding the ring because it cannot be placed in the recruiter's personnel records as an official Army decoration. In addition to the ring, a certificate for the recruiter (and for the recruiter's spouse, if applicable) will be awarded, and a copy of the certificate will be placed in his or her personnel records.

2-5. Glen E. Morrell Award

a. After a recruiter has earned the Recruiter Ring, he or she is eligible to compete for the Glen E. Morrell Award. To qualify for award of the Glen E. Morrell Award, a total of 2,400 points must be earned. There is no time limit to earn this award.

b. The Glen E. Morrell Award is the ultimate award under the Recruiting Incentive Awards Program. This award is a prestigious medallion that will be authorized for wear at USAREC for-

mal functions only. School presentations, job fairs, area canvassing, house calls, etc., are not considered USAREC formal functions. No announcement memorandum is published awarding the medallion because it cannot be placed in the recruiter's record as an official Army decoration. However, in addition to the medallion, the recruiter will receive a certificate signed by the CG, USAREC. A ribbon for wear and presentation box for display will also be presented with the medallion. In addition to the medallion, a certificate for the recruiter (and the recruiter's spouse, if applicable) will be awarded.

Chapter 3

Award Point Values, Competition, and Computation Values

3-1. Mission box accomplishment (RA and Army Reserve)

a. The value of RS mission box accomplishment is 50 points. The RS must make mission box (combined RA and United States Army Reserve (USAR)) (if applicable) in order for the recruiters in the RS to qualify for mission box points. A recruiter must write one positive net contract in order to share in mission box points. Additionally, recruiters will receive individual production points as outlined in the Command Annual Awards Recognition Categories and Criteria for each personal contract written. When the DEP member or the Delayed Training Program (DTP) member graduates from basic training the recruiter will receive 20 points.

b. There are three separate timeframes for mission box; monthly, quarterly, and annually which must meet the following to be considered mission box:

(1) For recruiters to receive credit for monthly mission box points, a positive net contract must have been achieved.

(2) For recruiters to receive quarterly mission box points, a positive net contract must have been achieved for 2 of the 3 months within that quarter, no exceptions.

(3) For recruiters to receive annual mission box points, a positive net contract must have been achieved for 9 of the 12 months within that fiscal year (FY), no exceptions.

c. Mission box requirements may be met by substitution as authorized by HQ USAREC, and by team concept, regardless of timeframes listed above and as outlined by this regulation.

d. Mission box recognition incentives:

(1) Green flash. Leadership positions (all commanders, Command Sergeants Major (CSMs), 1SGs, and RS commanders).

(2) Red flash with green edge. All commanders, CSMs, 1SGs, and RS commanders who achieve mission box for the RSM or are considered to be in a mission box status (i.e., quarter or year-to-date mission box) may wear the flash. Once month, quarter, or year-to-date mission box is not achieved the flash will be removed.

(3) Red flash. Mission box recruiters who mission box for the RSM or are considered to be in a mission box status (i.e., quarter or year-to-date mission box) may wear the flash. Once month, quarter, or year-to-date mission box status is not achieved the flash must be removed.

3-2. Team concept

a. Team concept is a provision that allows recruiting personnel who meet certain criteria to be awarded 50 points when a higher level of command accomplishes both RA and USAR mission box.

(1) USAREC and recruiting brigade (Rctg Bde) level. Team concept does not apply for personnel assigned to the HQ USAREC or Rctg Bde level, thus, no points are awarded to HQ USAREC or Rctg Bde personnel. However, USAREC and Rctg Bde mission box accomplishment is used for determining if team concept can be applied at subordinate levels.

(2) Rctg Bn level. Team concept applies if the Rctg Bn accomplishes its volume mission and a higher headquarters achieves its mission box. NOTE: "Volume" is defined as the total number assigned in the mission box.

(3) Rctg Co level. Team concept applies if the Rctg Co accomplishes its volume mission and a higher headquarters achieves its mission box.

(4) RS level. Team concept applies if the RS accomplishes the volume mission and a higher headquarters achieves its mission box.

b. Recruiting personnel awarded 50 points under team concept may also be awarded production, bonus, and referral points.

3-3. RS mission box accomplishment

a. The value of RS mission box accomplishment is 50 points. The RS must make mission box (combined RA and USAR, if applicable) in order to qualify for mission box points, or qualify for mission box points under the rules governing team concept as outlined by this regulation.

b. RS mission box requirements may be met by substitution as authorized by HQ USAREC.

c. On-production station commanders (OPSCs) (four or less recruiters, including the RS commander) have the option of receiving individual production points for personal contracts written the same as a field recruiter or receive RS commander points as outlined in d below for limited-production station commanders (LPSCs), whichever method is more advantageous.

d. LPSCs (five or more recruiters, including the RS commander) receive 100 points if RS mission box is achieved by category, "hard box." If mission box is achieved by team concept award 50 points. Recruiter production and bonus points are then totaled and divided by the number of assigned recruiters within the RS, then added to the mission box points. If mission box is not achieved, points for the LPSC will be computed as follows:

(1) Add all individual production category points awarded to each RA and USAR recruiter

Table 3-1

RA and USAR enlisted production point values

1. Mission Box - Monthly - 50 Points
2. Mission Box - Quarterly - 50 Points
3. Mission Box - Annual - 50 Points
4. Current RA and USAR category points will be published in the Command's Annual Awards Recognition Categories and Criteria for each FY.

assigned to the RS. (This includes each recruiter's progressive points and bonus points.)

(2) Divide the total from above by the number of production recruiters assigned to the RS (do not include the RS commander). The number of production recruiters will be the assigned strength except as follows:

(a) The assigned strength may be adjusted for the purpose of computing an LPSC's award points if a recruiter is not available for production for a complete RSM due to:

1. Department of the Army (DA) or USAREC school.

2. Convalescent leave.

3. Relief - removed from the RS.

4. Emergency leave - gone the complete RSM.

NOTE: Ordinary leave will not be considered regardless of length.

(b) Recruiter will be counted in the divisor as an assigned recruiter if present for production anytime during the RSM. Example: Recruiter X departs 4 January for school and returns 21 April for duty. Recruiter X would be included in the divisor January and April, not February or March.

(c) A recruiter participating in the Recruiter Handbook Program (USAREC Pam 350-2) will not count as a production recruiter or count in the divisor until their first production month.

3-4. Production point values

Production point values for RA and USAR recruiters are listed in table 3-1.

3-5. Substitution rules

Substitution rules are published under separate cover by HQ USAREC, Analysis Branch (RCRO-O-AB) as needed. Substitution rules are also published on the USAREC Intranet Web Site at:

<http://hq.usarec.army.mil/ro/analysis/Subrules>

3-6. DEP and DTP assumption points

a. When a recruiter has a permanent change of station the incoming recruiter, recruiter designated by the RS commander, or the RS commander will assume the DEP and/or DTP pool and receive 20 points when the individuals on the USAREC Form 991 (Delayed Entry Program and Delayed Training Program Transfer and Assumption) marked "Yes" ship to training. The gaining recruiter will interview each DEP and DTP member personally and make a determination as to whether they are accepting or declining the member for mission and award points credit. This will be acknowledged by indicating "Yes" or "No" in the MISSION CREDIT ASSUMED block by each DEP and

DTP member listed on USAREC Form 991. A "Yes" indicates total acceptance of responsibility for the member. If the member is a DEP or DTP loss, the recruiter's mission accomplishment will be adjusted and points will also be taken as with normal DEP and DTP loss procedures. A "No" indicates that only followup and shipment responsibilities are acknowledged. A DEP or DTP loss and points for shippers marked "No" will not be given to the recruiter; however, DEP and DTP loss will still effect RS level and above.

NOTE: This rule applies for recruiters expected to be absent for a prolonged period of time to attend DA or USAREC schools.

b. Courtesy shippers will be treated in the same manner as DEP and DTP transfers; however, the Battalion Operations and Awards Reporting System (BOARDS) will not reflect a courtesy shipper as a transfer of recruiter credit. The USAREC Form 991 will be filled out in the same manner, however, the "Remarks" section will state, "Courtesy Shipper." Point value is the same as current DEP-in or DTP-in and will be awarded when the individual ships to training; however, no loss points will be deducted.

c. It is the responsibility of the RS commander to initiate and forward a USAREC Form 991 through the company leadership team (CLT) to the Rctg Bn operations. USAREC Form 991 is governed by USAREC Reg 601-95.

NOTE: USAREC Form 991 is required for departing individuals to outprocess any Rctg Bn. If changes occur after the recruiter has departed a new USAREC Form 991 will be forwarded through the Rctg Co commander to the Rctg Bn awards analyst within 7 working days of the change. The transfer of DEP and DTP members is limited to two occurrences; further transfers cannot occur without the Rctg Bn commander's approval.

3-7. DEP and DTP losses

a. If a recruiter has a DEP loss, it must be made up during the RSM the loss occurred, but will not be added to the mission objective; they will be subtracted from accomplishments of the same category for the RSM of the loss or made up by applying standard operative substitution rules. Substitution will be made from overproduction only. In using substitution, substitution points will be awarded, not overproduction points. Award points will be calculated on net accomplishments.

b. DEP loss due to either the positive result of Human Immunodeficiency Virus testing or the death of a DEP member are forgiven and need not be made up.

c. Individual production points are awarded for each contract. RA accession points and USAR nonprior service shipper points are non-existent, unless covered under DEP and DTP assumption within this regulation. DEP and DTP loss points will be calculated at the end of the RSM that the DEP or DTP loss occurred. The current DEP-in or DTP-in category points will be subtracted (whether more or less than DEP or DTP initial contract date) from net achievements. Examples:

(1)	Mission	1 GA	1 OTH
	Contract	2 GA	1 OTH
	DEP loss	1 GA	
	Net	1 GA	1 OTH
	Points	50 points mission box	
(2)	Mission	1 GA	1 OTH
	Contract	1 GA	1 OTH
	DEP loss	1 GA	
	Net	0 GA	1 OTH
	Points	10 points for 1 other	
(3)	Mission	1 GCA	1 PS
	Contract	0 GCA	1 PS
	DTP loss	1 GCA	
	Gross	-1 GCA	1 PS
	Net	-20 GCA loss	
		+15 PS points	
	Points	-5 points	

d. DTP losses will be confirmed each business day from the previous day's Army Reserve Cancel (ARCANCEL) which is included in the senior guidance counselor's end-of-day reports. Only those DTP losses which have the below listed codes will be counted as DTP losses for points:

- (1) Code (2), Moral (nonexisting prior to service).
- (2) Code (7), Fraudulent Enlistment.
- (3) Code (11), No Show.
- (4) Code (15), Positive THC Test.
- (5) Code (16), Positive Cocaine Test.
- (6) Code (17), Positive Alcohol Test.
- (7) Code (21), National Agency Check Pending/Match.
- (8) Code (22), 45-Day Training Save (see NOTE).

NOTE: Cancellation of training seats outside of 45-day window. Used only when USAREC OP 3 (Training Seat Cancellation (DA Form 4187)) has been obtained from unit. This will negate DTP point loss provided Reno Yes can be applied.

(9) Additionally, Code (18), Unit Request, when used, will be explained in "Remarks." Since the majority of the DTP loss requests must come from the unit, the remarks will determine if the above listed codes will be applied for DTP loss points calculation. Though DTP loss may count for point loss, they will not be affected on BOARDS. It is then feasible for a USAR recruiter and RS to achieve mission box for the month, quarter, and year even after taking 50 percent DTP loss for the year.

e. DEP losses will be confirmed from the previous day's disposition roster and applied accordingly.

3-8. Computation of points for Rctg Cos, Rctg Bns, and guidance counselors

a. Rctg Co level recruiter points are computed each RSM as follows:

(1) Add all individual production points and bonus points awarded to each RA and USAR recruiter assigned to the Rctg Co.

(2) Divide the total above by the number of production recruiters assigned to the Rctg Co (production recruiters are the number of field recruiters, OPSCs, and LPSCs assigned).

(3) The assigned strength may be adjusted for the purpose of computing Rctg Co level re-

cruiter points in the same manner as outlined for LPSCs.

b. Rctg Bn (including RA and USAR guidance counselors (GCs)) level recruiter points are computed each RSM as follows:

(1) Add all individual production points and bonus points awarded to each production recruiter assigned to the Rctg Bn.

(2) Divide the total from above by the number of production recruiters assigned to the Rctg Bn (production recruiters are the number of field recruiters, OPSCs, and LPSCs assigned).

(3) In a consolidated Military Entrance Processing Station (MEPS) the Rctg Bde that is responsible for the consolidated MEPS will be responsible for tracking consolidated MEPS GC points.

3-9. Computation of points for special missions

Special missions point values are awarded at recruiter level only and will not be added at RS, Rctg Co, or Rctg Bn level for computation of points. Special missions point values are:

a. Officer Candidate School (OCS) and Warrant Officer Flight Training (WOFT) points. Award OCS and WOFT points as follows:

(1) Production point value (GA credit) at DEP-in.

(2) Accession point value - 100 points.

NOTE: OCS and WOFT contracts receive 20 points if packet is accepted at USAREC.

b. Special Forces (SF) In-Service Program award points as follows:

(1) Applicant reports to Fort Bragg - 15 points.

(2) 160th Special Operations Aviation Regiment, each packet - 15 points.

NOTE: SF in-service recruiting mission is performed by SF recruiters assigned to HQ USAREC and the United States Army Recruiting Support Brigade (RS Bde). Above points apply to these recruiters only.

c. Airborne recruiting team recruiters, award points as follows:

(1) Upon graduation from airborne school award three points for each graduate.

(2) The airborne recruiting team chief is responsible for the tracking and submission of the recruiting team's points each month and coordinating with HQ USAREC, Awards Branch (RCRO-PP), for all awards and audits.

3-10. Computation of points for health care recruiters

a. RA.

(1) Mission box points are awarded for annual mission only.

(2) Commission all tiers - 50 points. These points are awarded when the applicant commissions.

(3) Recall officers all tiers - 75 points. These points are awarded when the recall officer accesses on active duty (AD).

(4) Accessions all tiers - 25 points. These points are awarded when the applicant accesses on AD.

(5) Educational delay assumption - 10 points. These points are awarded when the recruiter assumes responsibility for the educational de-

lay applicant via USAREC Form 991-A (AMEDD Educational Delay, Health Professional Scholarship Program, and Financial Assistance Program Assumption of Credit).

(6) Educational delay accession - 10 points. These points are awarded when the delay officer accesses on AD.

(7) Order of merit list (OML) - 20 points. These points are awarded when an applicant is selected and placed on an OML.

(8) Bonus for Tier 1 - 50 points. Bonus for Tier 2 - 25 points. Bonus for Tier 3 - 10 points. Bonus points are awarded upon commission.

b. USAR.

(1) Mission box points are awarded for annual mission only.

(2) Commission all tiers - 50 points. These points are awarded upon commission.

(3) Bonus for Tier 1 - 50 points. Bonus for Tier 2 - 25 points. Bonus for Tier 3 - 10 points. Bonus points are awarded upon commission.

(4) See table 3-2 for Army Medical Department (AMEDD) tier system.

c. AMEDD OPSCs have the option of receiving individual production points for personal contracts written the same as health care recruiters or receive RS commander points as outlined in d below for LPSCs, whichever is more advantageous.

d. AMEDD LPSCs. Points are computed by

taking the total recruiters' points earned for the month and dividing by the number of production recruiters assigned. Total recruiters' points will include monthly accession points and bonus points in addition to commission points. (Do not count the LPSC.)

3-11. CG bonus points

These are points awarded by the CG for various reasons and will be announced via distribution of USAREC's Recruiting Edge Flyer (Incentive Awards Point Update) or by e-mail as special emphasis from the CG.

3-12. Considerations

a. A sliding window will be utilized. Point totals are calculated each month by adding the newest month's award points and dropping the oldest month's award points for the period of the award. There is no sliding window for the 1st Gold Star. A 6-month sliding window will be used when calculating cumulative points earned toward all other awards up to and including the 3d Sapphire Star. To earn the Recruiter Ring, there is a 24-month sliding window. There is no time limit for staff personnel (to include GCs, LPSCs, CLTs, Rctg Co and Rctg Bn recruiter trainers, and Rctg Bn staff) or for earning the Glen E. Morrell Award.

NOTE: Individuals assigned to RS's, Rctg Cos,

or Rctg Bns and not holding positions listed above will not share in recruiting points.

b. An award may be earned in any period less than the maximum, provided the total points required for the award have been met or exceeded.

c. Award point computation will be based on primary duty assignment of the recruiter involved (i.e., operations noncommissioned officer (NCO) points will be based on Rctg Bn mission box).

d. When more points are earned than are required to receive an award, the excess points will be considered "carry-forward points" and applied toward the next award. If the next highest award is not earned within the required time and the first month's production points are dropped, the "carry-forward points" will not be dropped.

3-13. USAREC Form 598

Award qualification will be reported using USAREC Form 598 (see fig 3-1). Instructions for completing USAREC Form 598 are at table 3-3.

NOTE: USAREC Form 598 will not be required after receiving the Glen E. Morrell Award, but those recruiters will still be included in the number of positive mission recruiters used for calculation.

Table 3-2
AMEDD tier system

The following is a breakdown of the area of concentration by tiers. Tier 1 being the most difficult and Tier 3 the least. Points towards the recruiter incentive awards are as follows: Tier 1 = 50; Tier 2 = 25; and Tier 3 = 10.	
Tier 1 - Bonus - 50 Points	
RA	USAR
Nurse Corps (All) Dental Corps (Direct and Financial Assistance Program) Medical Service Corps (67B/71A, 67C/72A, 67E, 67F, 72B, 72E) Veterinary Corps (Direct) Medical Corps (Direct and Financial Assistance Program) Specialist Corps (Direct)	Nurse Corps (66C, 66E) Dental Corps (All) Medical Service Corps (67E, 67F, 67G, 72B, 72C) Veterinary Corps (Direct) Medical Corps (All)
Tier 2 - Bonus - 25 Points	
Medical Service Corps (71B, 71F, 72C, 67D/73A, 67G) Specialist Corps (Occupational Therapy Fieldwork)	Medical Service Corps (71 Series, 72E) Nurse Corps (66F, 66H8A)
Tier 3 - Bonus - 10 Points	
Dental Corps (Health Professions Scholarship Program (HPSP)) Medical Service Corps (71E, 72D, 73B, HPSP-67F/73B) Veterinary Corps (HPSP) Medical Corps (HPSP) Specialist Corps (Dietetic Internship, Baylor Physical Therapy)	Nurse Corps (66H) Medical Service Corps (70 Series, 73A, 73B) Specialist Corps (65A, 65B, 65C, 65D)

Table 3-3
Instructions for completion of USAREC Form 598

Item	Title	Instructions
1.	NAME	Enter individual's name - Last, first, and middle initial.
2.	RSID	Enter recruiting station identification.
3.	POSITION	Mark what duty position was held to indicate method of computation.
4.	RECRUIT SHIP MONTH *QUARTERLY	Enter RSM. *AMEDD only - Change reporting date on the form to reflect quarterly calculations for recruiter points.
5.	FY	Enter FY.
6.	INDIV UF 598 OR UNIT UF 598	Indicate whether USAREC Form 598 is for individual or LPSC, Rctg Co, Rctg Bn, or GC.
7.	RS MSN BOX	Check Yes or No (as applicable) for recruiter or RS commander only.
8.	NUMBER OF ASSIGNED PRODUCTION RECRUITERS	Enter number of production recruiters assigned to RS, Rctg Co, or Rctg Bn. This number will be used as divisor to compute points.
9.	RA MSN AND USAR MSN	Enter RA and USAR mission (as applicable).
10.	RA ACH AND USAR ACH	Enter RA and USAR mission achieved (as applicable). For individual recruiter, enter the recruiter's achievements. For the LPSC method of computation, enter the RS's achievements. For Rctg Co or Rctg Bn enter the number of contracts achieved by category.
11.	DEP LOSS AND DTP LOSS	Enter RA DEP losses and USAR DTP losses (as applicable).
12.	PTS	Enter production point values by categories.
13.	AMEDD	Enter number of commissions, enrollments, assumption points, and 91CC achievements.
14.	TOTAL	Enter totals for mission and achievements (if applicable).
15.	REMARKS	Used to identify special actions, mission, etc. If more space is needed use reverse side of form.
16.	BONUS POINTS	Enter carry-forward points, CG bonus points, OCS, WOFT, AMEDD OML, and any other points as determined by CG, USAREC.
17.	MISSION BOX POINTS	Enter 50 points for mission box. If using individual production points, do not give 50 points for mission box. Use one or the other.
18.	INDIVIDUAL PRODUCTION POINTS	Enter individual production points. If using mission box points, do not enter individual category points. Use one or the other.
19.	OVERPRODUCTION POINTS	Not used at this time.
20.	TOTAL BONUS POINTS	Enter the total points from item 16.
21.	TOTAL FOR RSM	Enter the total points earned for the RSM.
22.	POINTS THIS MONTH	Duplicate from item 21.
23.	MONTHS PREVIOUS	Enter the last finished month in the 1st month previous and continue until next award is earned. The 5th month previous or the 23d month previous are the blocks subtracted if award has not been earned during the respective sliding window timeframe as listed in table 2-1.
24.	TOTAL POINTS	Total of points earned through the current RSM.
25.	AWARD EARNED	Check Yes or No.
26.	AWARD LEVEL	Enter award level individual is currently competing for.
27.	CERTIFIED BY	Signature of Rctg Bn SGM. Only required if award is earned. If Gold Badge, Ring, or Medallion is earned, must be signed by Rctg Bn commander.

RECRUITING INCENTIVE AWARDS-PRODUCTION POINT WORKSHEET

(For use of this form see USAREC Reg 672-10)

NAME: 1

RSID: 2

POSITION: 3 RECRUITER-RA
 _____ RECRUITER-USAR
 _____ ON PROD STA CDR
 _____ LTD PROD STA CDR
 _____ AMEDD RECRUITER
 _____ USAR WO RCTR
 _____ COMPANY STAFF
 _____ GC
 _____ BATTALION STAFF

RECRUIT SHIP MONTH: 4 FY: 5 INDIV UF 598 6 UNIT UF 598 ☐ (Check One)

RS MSN BOX: Yes ☐ No ☐ (Check One) 7

NUMBER OF ASSIGNED PRODUCTION RECRUITERS: 8

<u>23</u>	12TH MO PREVIOUS	<u>22</u>	POINTS THIS MO
	13TH MO PREVIOUS		1ST MO PREVIOUS
	14TH MO PREVIOUS		2D MO PREVIOUS
	15TH MO PREVIOUS		3D MO PREVIOUS
	16TH MO PREVIOUS		4TH MO PREVIOUS
	17TH MO PREVIOUS		5TH MO PREVIOUS
	18TH MO PREVIOUS		6TH MO PREVIOUS
	19TH MO PREVIOUS		7TH MO PREVIOUS
	20TH MO PREVIOUS		8TH MO PREVIOUS
	21ST MO PREVIOUS		9TH MO PREVIOUS
	22D MO PREVIOUS		10TH MO PREVIOUS
	23D MO PREVIOUS		11TH MO PREVIOUS

RA MSN	GA	SA	GB	SB	OTH	AMEDD COMM	ENROLL	ASSUMPTION POINT	TOTAL	REMARKS
MSN	<u>9</u>		N/A	N/A		<u>13</u>			<u>14</u>	<u>15</u>
ACH	<u>10</u>									
DEP LOSS	<u>11</u>					N/A	N/A			
PTS	<u>12</u>									

USAR MSN	GCA	PS	OTH	AMEDD COMM	91 CC	TOTAL	REMARKS
MSN	<u>9</u>			<u>13</u>		<u>14</u>	<u>15</u>
ACH	<u>10</u>						
DTP LOSS	<u>11</u>	N/A		N/A			
PTS	<u>12</u>						

* BONUS POINTS: WILL INCLUDE CARRY FORWARD POINTS IF AWARD EARNED LAST MONTH; OCS/WOFT/AMEDD OML AND ANY OTHER POINTS AS DETERMINED BY CG USAREC.

POINTS	REASON	NAME
<u>16</u>		

POINT COMPUTATION

MISSION BOX POINTS: 17

INDIVIDUAL PRODUCTION POINTS: 18

OVERPRODUCTION POINTS: 19

* TOTAL BONUS POINTS: 20

TOTAL FOR RSM: 21

TOTAL POINTS

24

25 AWARD EARNED: YES ☐ NO ☐

AWARD LEVEL: 26

CERTIFIED BY: 27

RCTG BN SGM

USAREC Fm 598-R-E, Rev 1 Jul 97 (Previous editions are obsolete)

V1.00

Figure 3-1. Sample of a USAREC Form 598

Chapter 4 Administration

4-1. Purpose

This chapter explains the administrative procedures for awarding the various recruiting incentive awards.

4-2. Approval authority for recruiting incentive awards

a. No level of command will approve or present a recruiting incentive award:

(1) While an individual is flagged.

(2) While an individual has a recruiting impropriety or other misconduct case pending (i.e., delinquent credit card, spouse abuse, etc.).

b. Awards described in this regulation are not automatic. Each level of command will consider the "whole person" concept as well as production accomplishment when recommending or approving an individual for a recruiting incentive award. When evaluating the "whole person" concept, factors such as personal appearance, height and weight standards, drug and alcohol abuse, driving record, and representation in the civilian community will be considered. When an individual is flagged any time during the month he or she will not receive points for that month.

NOTE: Rctg Bn S1 will provide an O-95 report to the Rctg Bn operations awards analyst prior to the end of the RSM. This will help identify individuals who are not currently authorized awards or award points.

c. If an individual receives any type of administrative punishment for a wrongdoing (i.e., letter of reprimand, Article 15, etc.) from Rctg Bn, Rctg Bde, or USAREC level or is the subject of a substantiated recruiting impropriety, the individual will lose all accrued points toward their current award and start over from zero the month following the administrative punishment or final disposition of the impropriety case.

d. Points will not be earned while an individual is flagged. However, if an individual was the subject of an investigation or inquiry that was unsubstantiated, all points earned during the flagged period will be reinstated.

e. If a Rctg Bn commander or higher recommends disapproval of an award based on the "whole person" concept, the individual will lose all award points toward their current award and start over with zero points.

f. Rctg Bn commander is approving authority for:

(1) Gold achievement stars.

(2) Gold Recruiter Badge.

(3) Sapphire achievement stars.

g. Rctg Bn commander may recommend approval for the Recruiter Ring and Glen E. Morrell Award.

NOTE: To submit recommendations for the Recruiter Ring or Glen E. Morrell Award see figure 4-1.

h. USAREC CG is the approving authority for:

(1) Recruiter Ring.

(2) Glen E. Morrell Award.

i. HQ USAREC will automatically issue a memorandum revoking all previously earned recruiter incentive awards listed within this regulation, up to and including the Glen E. Morrell

Award, if a recruiter is involuntarily reassigned in accordance with AR 601-1, paragraph 5-6, or other adverse actions such as involuntary separation or release from AD due to misconduct, a conviction for a felony offense in civilian court, or a conviction at a courts-martial.

4-3. Announcement memorandums and certificates

Completion and computation will be on an RSM basis. Announcement memorandums and certificates will be on a calendar basis.

4-4. Processing of awards

a. For individuals reaching required point levels for all awards, Rctg Bn commanders will ensure the following actions are taken:

(1) Ensure the individual meets the requirements in paragraphs 2-3a and 4-2b.

(2) Prepare and sign the appropriate announcement memorandums for award of achievement stars.

NOTE: For individuals who have earned the Gold Recruiter Badge, the Rctg Bn commander need only sign the USAREC Form 598. The Rctg Bn awards analyst will send an electronic request for Recruiter Badge to HQ USAREC (RCRO-PP) for issuance of orders and certificate.

(3) Prepare and sign the appropriate recommendation for award of the Recruiter Ring and Glen E. Morrell Award and forward recommendation to HQ USAREC for appropriate action (see fig 4-1).

(4) Presentation of all awards shall be at a ceremony commensurate with the level of achievement and position of the presenter. Awards will not be presented without the appropriate announcement memorandum being published. Announcement memorandums must accompany certificates and award elements.

(5) For RA recruiters, forward a copy of the announcement memorandum for achievement stars to the U.S. Army Enlisted and Evaluation Center, ATTN: PCRE-FF, 8899 E. 56th St., Indianapolis, IN 46249.

(6) For USAR recruiters, forward a copy of the announcement memorandum for achievement stars to Commander, AR-PERSCOM, ATTN: ARPC-PRM, 1 Reserve Way, St. Louis, MO 63132, and a copy to the Director, Full-Time Support Management Center, ATTN: ARPC-ARE, P.O. Box 46906, St. Louis, MO 63146-6906.

(7) After the achievement stars have been earned and the award has been processed, update the BOARDS database.

(8) Maintain a record set and file announcement memorandums in file number 600-8-22b and dispose of files in accordance with disposition instructions.

b. Upon receipt of recommendation for award, HQ USAREC (RCRO-PP) will take the following actions:

(1) Process the award recommendation through the Enlistment Standards Division (RCRO-ES) to determine if the soldier has an impropriety case pending. If so, processing will stop and the award recommendation will be returned to the Rctg Bn. If not, processing will continue.

(2) Prepare announcement memorandums

and certificates, if applicable.

(3) After the request for the Gold Badge, Recruiter Ring, or the Glen E. Morrell Award has been processed, HQ USAREC will update the BOARDS database.

(4) Mail certificates, announcement memorandums, Recruiter Rings, or medallions, as appropriate, to the Rctg Bn for presentation at an appropriate ceremony.

(5) Submit a list of recruiters awarded the Gold Badge, Recruiter Ring, and Glen E. Morrell Award to HQ USAREC (RCAPA-PA) monthly for publication in the Recruiter Journal.

4-5. Presentation of the Glen E. Morrell Award or Recruiter Ring

a. Upon receipt of the Glen E. Morrell Award or the Recruiter Ring and certificates, the Rctg Bn commander has 1 week to determine who will present the award. Ceremony will not be scheduled until the Rctg Bn commander is in receipt of the medallion or ring and certificates, as appropriate.

b. The ring and medallion may be presented by the Rctg Bde commander or the Rctg Bde CSM; however, the order of preference is as follows:

(1) A general officer assigned to USAREC or the CSM of USAREC.

(2) The general officer designated as Rctg Bn "sponsor."

(3) A general officer of any command.

(4) Current or former Sergeant Major of the Army.

c. If the presented ring is the incorrect size, it may be exchanged within a 1-month period of presentation for the correct size, providing the ring has not been worn and is in like new condition.

d. Male rings will be issued for male recruiters and female rings for female recruiters in his or her appropriate size.

4-6. Recruiter departure

a. If a recruiter departs the command and subsequently returns, competition for recruiting incentive awards will resume where it left off in accordance with the requirements in effect at the time of return, provided proof of previous points can be provided (USAREC Form 598).

b. Upon departure from a Rctg Bn, a recruiter will take with him or her to the new Rctg Bn his or her awards folder. It is the recruiter's responsibility to provide the folder to the new Rctg Bn to maintain for future incentive awards purposes.

4-7. Requisition of recruiting incentive awards supplies

a. Rctg Bns will requisition recruiting incentive awards supplies from HQ USAREC quarterly. The following is a list of supplies stocked at HQ USAREC and the responsible office:

(1) HQ USAREC (RCRO-PP).

(a) Gold Recruiter Badges.

(b) Gold and Sapphire stars.

(2) HQ USAREC (RCIM-RMP-AS) (submit using DA Form 17 (Requisition for Publications and Blank Forms)).

(a) First, second, and third Gold Star certificates.

(b) First, second, and third Sapphire Star certificates.

b. Rctg Bns will ensure:

(1) Recruiting incentive awards are securely stored.

(2) Only a 3-month supply of each award is stored at the Rctg Bn.

(3) Badges are not used as replacement badges, only initial issue. Replacement badges and achievement stars will be purchased by the individual recruiter through clothing sales stores.

(4) Silver badges are issued by the Recruiting and Retention School at Fort Jackson, South Carolina. Replacement badges will be purchased by the individual recruiter through clothing sales stores.

(5) Red, green, and red-green leadership flashes may be purchased by Rctg Bns.

4-8. Replacement of lost or stolen Recruiter Ring

An individual may purchase at current market value a replacement ring for one that has been lost or stolen. Procedures for replacement are as follows:

a. The Rctg Bn awards analyst will submit a request (along with proof of award earned) with a money order or certified check in the amount of the ring's current market value, made out to HQ USAREC or Finance and Accounting Office. Along with the request will be a statement of ring size required and circumstances of loss. Accounting classification and disbursing officer information blocks on DD Form 1131 (Cash Collection Voucher) are to be left blank and will

be filled in by HQ USAREC personnel.

b. Prior to forwarding the request, the Rctg Bn awards analyst will contact HQ USAREC, Awards Branch (RCRO-PP) at DSN 536-0470 or toll-free 1-800-223-3735, extension 60470 to verify current market value of the ring.

4-9. General guidelines

Rules governing incentive points not otherwise covered within this regulation. The point values may change as indicated on the Recruiting Edge, however, unless otherwise stated these general guidelines are always in effect.

a. A contract may be calculated for points under mission box and individual category point value, however, is progressive. The progressive points awarded will be determined based on the number contracted in each category.

b. DEP and DTP referral points must have a USAREC Form 512 (Regular Army and Army Reserve Components Referral Sheet) signed by the GC after referral has contracted. Senior guidance counselor will forward copies of all signed USAREC Forms 512 to Rctg Bn operations prior to the end of the RSM.

c. Active Guard Reserve hire points are awarded once the soldier has received orders assigning them to recruiting duty.

d. Sliding windows do not apply to staff personnel, this includes CLTs, all recruiter trainers, Rctg Bn operations NCOs, GCs, and LPSCs. All points earned prior to RSM February 1997 will be retained and not considered in the sliding

window as loss month points.

e. LPSCs can earn DEP and DTP assumption points above the RS mission box points if USAREC Form 991 is complete.

f. The sliding window stops for persons flagged and unable to receive points until the flag is lifted (i.e., flagged for overweight or physical fitness test failure). The sliding window also stops for persons attending USAREC or DA select schools or on prolonged leave which causes the recruiter to have a zero mission assigned.

NOTE: DEP and DTP loss points are taken as they occur, even if the individual is not presently on mission due to attending school, emergency leave, etc.

g. Substitution rules are determined by HQ USAREC, Analysis Branch (RCRO-O-AB), and are released on a quarterly basis. When it is determined that yearend substitution rules will be used or not, the determination will be printed and released.

h. Concurrent Admissions Program (ConAP) points are as determined by the Recruiting Edge, however, they are limited to five acceptances per recruiter each RSM. ConAP points will be given for current DEP members only. DEP losses will not be considered for ConAP points. There can be only one occurrence per DEP member for ConAP points and the recruiter of credit must be the assigned recruiter of contract or have completed a USAREC Form 991 assuming responsibility for member.

Rctg Bn Letterhead

RCNE-HB-O (600-8-22a)

1 April 2001

MEMORANDUM FOR Commander, US Army Recruiting Command, ATTN: RCRO-PP, Fort Knox, KY 40121-2726

SUBJECT: Recommendation for the Glen E. Morrell Award (or Recruiter Ring)

1. The following individual is recommended for the award of the Glen E. Morrell Award:

a. Name: SPENSIERI, ANGELA A.

b. Rank: SFC

c. SSN: 123-45-6789

d. Number of points earned: 2,410

e. Period of the award: 1 December 1997 - 30 March 1999

f. Duty Position: Limited-Production Station Commander

g. Name of Spouse: John C. Malcolm (*Complete Name*)

h. Ring Size: Male or Female (enter appropriate gender), size _____ (number if ring, not applicable if Morrell Award).

2. Sergeant First Class Spensieri is recommended for the Glen E. Morrell Award based on her production record as well as her overall contribution to the recruiting effort. Based on the "whole person" concept, recommend that this award be approved.

3. I certify that the above listed person's award points have been audited by the Battalion Awards Analyst and has earned the points for the award requested. The individual is not flagged, nor has any pending actions that preclude the recognition of such award.

4. (If this is a ring packet and the individual is being considered for meritorious promotion, please indicate such action in this paragraph.)

ROBBY B. NOWAKOSKI
LTC, FA
Commanding

Chapter 5

Local Awards Program

5-1. Purpose

To motivate and stimulate the field force toward command mission accomplishment, a properly designed program should recognize outstanding accomplishments. Significant contributions by individuals should be recognized in some tangible manner through locally-developed programs. Local awards should be based on the criteria of paragraph 4-2b, as well as mission accomplishment. The programs must emphasize reliance on ethical recruiting practices and should be awarded only when performance is well above minimum standards.

5-2. Scope

a. Awards programs established by commanders of Rctg Bdes, Rctg Bns, the RS Bde, and the Headquarters Commandant, HQ USAREC, will be documented in a permanent organizational directive before program implementation or expenditure of funds to support it. A copy of all such directives will be provided to the next higher headquarters.

b. USAREC maintains a structured awards program to motivate all personnel to exceed normal performance standards and to recognize individual accomplishments.

c. Eligibility criteria for individual USAREC awards is outlined in USAREC Reg 672-13.

5-3. Prohibitions

Each Rctg Bde, Rctg Bn, and the RS Bde is encouraged to develop internal awards programs to stimulate production through competition. Under no circumstances will any Rctg Bde, Rctg Bn, or the RS Bde supplement the criteria for awards under this regulation. Presentation of honorary awards higher than the Basic Recruiter Badge are not authorized without approval from the CG, USAREC. It is prohibited to use mission reduction or inflated accomplishment credit for award purposes. No local awards programs will result in BOARDS edits or otherwise place a recruiter in a better position with respect to accomplishment solely because of his or her assignment or duty location.

5-4. Funding

a. Rctg Bdes, Rctg Bns, and the RS Bde will within funds available, provide support to their local awards program. Fund allocations will be published by a separate command publication stating amounts, purposes, and limitations.

b. Discretion must be used in the purchase of trophies and similar devices. The term "trophies and similar devices" includes those items which are symbolic of achievement, but of no intrinsic value. As a limited exception, the purchase of baseball caps, T-shirts, windbreakers, gym bags, sweatsuits, coffee mugs or cups, coins, and hanging garment bags as trophies or similar devices is permitted. However, these items must clearly denote that they are awards for excellence. To comply with this regulation, display the Rctg Bde's and/or Rctg Bn's name and USAREC on the item. The display must comply with the Army branding and logo. Consult the Rctg Bde advertising and public affairs

chief for compliance with Army branding and logos. Specific reference of an individual's and/or commander's name is not authorized. Cost of these items may not exceed the dollar value established for individual awards (\$75).

c. The following are examples of items and merchandise which cannot be construed as trophies or similar devices: Jewelry and other commercial items such as cash, savings bonds, football tickets, vacations, travel kits, radios, televisions, briefcases, luggage, wallets, and pocket calculators.

d. All requests for procuring trophies and similar devices will be forwarded by Rctg Bns to their respective Rctg Bde comptroller. Rctg Bde comptrollers will have the responsibility to approve all requests for all trophies and similar devices. Rctg Bde comptrollers will review each request to ensure the award is in compliance with established guidelines. Comptrollers in doubt concerning whether or not an item qualifies as a trophy or similar device should refer the question to their brigade judge advocate for resolution.

e. Rctg Bns will submit to the Rctg Bde comptroller a list of the items that they desire to procure and award for the coming year by 1 August. Rctg Bdes may require a quarterly list if they so desire. Any changes to the listed items must be submitted to the Rctg Bde for approval before procurement with the following information:

- (1) Item to be procured.
- (2) Number to be procured.
- (3) Unit price.
- (4) Dollar total.
- (5) Justification.

f. Commanders will include appropriated funds to support this program in budget requests.

g. USAREC commanders may use appropriated funds to purchase items to be awarded within approved budgetary limitations.

h. Trophies or similar devices will be procured through supporting procurement offices in accordance with Army procurement procedures and other applicable procurement directives.

Chapter 6

Sergeant Audie Murphy Club

Section I

General

6-1. Purpose

This chapter provides information and establishes administrative procedures for the USAREC Sergeant Audie Murphy Club (SAMC).

Section II

SAMC Overview

6-2. General

a. The USAREC SAMC is an elite organization of NCOs who have demonstrated performance and inherent leadership qualities and abilities, which were characterized by Sergeant Audie Murphy.

b. Sergeant Audie Murphy was an NCO who, as a squad leader, consistently demonstrated the highest qualities of leadership, professionalism, and regard for the welfare of his soldiers. A brief biography of Sergeant Audie Murphy is at

figure 6-1.

6-3. Eligibility

All RA and USAR NCOs in the rank of corporal through sergeant first class assigned or attached to USAREC units are eligible for the SAMC.

6-4. Induction and membership

The USAREC SAMC is a privilege earned by a few exceptional NCOs. The SAMC is a means of recognizing those NCOs who have contributed significantly to the development of a professional NCO Corps and combat ready Army. Members exemplify leadership characterized by personal concern for the needs, training, development, and welfare of soldiers and concern for families and soldiers.

6-5. Selection

Selection into the SAMC will be in three phases:

a. Phase 1 - Commander's nomination. Unit commanders who recommend NCOs for membership in the SAMC will screen and evaluate candidates prior to appearance before the initial selection board. A sample format for commander's nomination is at figure 6-2.

b. Phase 2 - Initial selection board. An initial selection board will be conducted at Rctg Bde level under the direction of the Rctg Bde CSM. Board members will be provided a copy of the commander's nomination. The board will be comprised of voting members senior to the candidate and will include at least one voting member of the same gender as the candidate being considered. Numerical scoring on subjects contained on TRADOC Form 600-14-4-R (Sergeant Audie Murphy Club Board Score Sheet) (fig 6-3) will determine if a candidate should continue in the selection process. Candidates selected to continue will be scheduled to appear before the final selection board. Requests to appear before the final selection board will be by commander's nomination memorandum to SAMC final selection board president signed by appropriate commander or senior NCO.

c. Phase 3 - Final selection board. The SAMC final selection board will be comprised of the USAREC CSM as the president, three or more CSMs or SGMs appointed by the president, and a recorder without a vote. At least one board member must be of the same gender as the candidate being considered. The board may be reduced by one or more SGMs when replaced by a member of the SAMC senior to the candidate. The final selection board will determine through a question and answer system if the candidate has reached a level of knowledge in a range of subjects to warrant induction into the SAMC. Candidates successfully meeting standards of final selection will be selected for induction into the SAMC. The inductee is introduced in the local SAMC chapter and presented appropriate awards. Quotas will not be established. The final selection board need not select any candidates if they do not meet required standards. Final selection boards for candidates assigned to nearby United States Army Training and Doctrine Command (TRADOC) units may be boarded by that TRADOC unit. Rctg Bdes will ensure proper coordination is made with the TRADOC

unit. Inductee information will be forwarded to the appropriate Rctg Bde for award recognition.

Section III Responsibilities

6-6. USAREC Chief of Staff

The USAREC Chief of Staff will exercise overall program administration at the USAREC level. Subordinate commands will have procedures in place to administer the program at local levels within the appropriate CSM's office and will request SAMC awards from TRADOC AG, ATTN: ATBO-BPS.

6-7. USAREC CSM

The USAREC CSM will review all subordinate SAMC programs and coordinate program in-briefings for all incoming CSMs. Responsibilities will include chairing final selection boards biannually. Board dates and frequency will be determined by the USAREC CSM. The USAREC CSM will exercise final authority for approval of any policy or procedure exception, to include SAMC member removal actions. Requests for removal of SAMC members will be submitted to the USAREC CSM for evaluation and final determination. Requests must identify actions or causes for removal (e.g., driving under the influence, Uniform Code of Military Justice, or violation of integrity).

6-8. Rctg Bde CSM

The CSM at each Rctg Bde will exercise primary staff responsibility for the SAMC at that level. Responsibility will not be delegated to lower levels. Responsibilities will include chairing initial selection boards. Boards will be held at the discretion of the Rctg Bde CSM, but will

be early enough for the selectees of the initial board to appear before the final board as determined by the USAREC CSM. Responsibilities will also include the oversight, monitoring, tracking, and recording of SAMC members at their appropriate levels. In addition, responsibilities will include publishing a memorandum of introduction signed by the Rctg Bde commander or CSM for gaining commanders of SAMC members departing the Rctg Bde. A sample memorandum is at figure 6-4.

Section IV Awards


6-9. SAMC awards

SAMC awards for new inductees will include:

a. TRADOC Form 600-14-1-R (Certificate of Achievement) and TRADOC Form 600-14-3-R (Certificate of Membership) signed by the TRADOC CG and CSM. Certificate is approved for filing in accordance with AR 600-8-104 in both military personnel records jacket and official military personnel file. Copies of certificate should be forwarded to servicing personnel service center, military personnel division, or military personnel office for processing.

b. Membership medallion approved for wear with appropriate uniform during SAMC official functions only (in accordance with AR 670-1, para 28-13d).

c. TRADOC Form 600-14-2-R (SAMC Membership Card) signed by the TRADOC CSM.

 d. Presentation of local awards may be appropriate as deemed by the Rctg Bde commander (e.g., local gift certificates, prizes).

(1) If the Rctg Bde deems appropriate to award gift certificates in recognition of SAMC individuals, the total cost of these gifts are the

responsibility of the Rctg Bde.

(2) It should be noted that it is inappropriate to solicit such gifts from the civilian community.

e. A variety of publicity may be used to provide recognition for SAMC inductees, such as local media coverage and hometown news releases. Photographs of members should be prominently displayed.

f. A list of suggestions for recognizing and utilizing SAMC members is at figure 6-5.

g. The president of the final selection board will forward a copy of the board minutes to include name, rank, social security number (SSN), MOS, and current unit of assignment of all new inductees to: HQ TRADOC, ATTN: ATBO-BPSATCM, Fort Monroe, VA 23651.

6-10. Honorary membership

a. Honorary membership may be extended to selected personnel who fit the image of an SAMC member but would not normally be allowed to compete. Careful evaluation must be made to ensure that the spirit and intent of the program is preserved. The USAREC CSM will approve all honorary memberships and forward the name, rank, SSN, MOS, and current unit of assignment of honorary members to the TRADOC CSM. Honorary members will receive the membership certificate, membership card, and medallion.

b. USAREC soldiers previously inducted into the Sergeant Morales Club will be entitled to honorary induction into the SAMC. Substantiation of membership is the responsibility of the NCO and must include either a memorandum of introduction from the losing command or certificate of membership in the Sergeant Morales Club. Former Morales members will receive the membership card only.

Audie Leon Murphy was a legend in his own time. A war hero, movie actor, writer of country and western songs, and poet. His biography reads more like fiction than fact. He lived only 46 years, but made a lasting impression on American history. Audie was born on a sharecropper's farm in North Texas on June 20, 1924. As a boy, he chopped cotton for one dollar a day and was noted for his feats of derring-do and his accuracy with a gun. He had only 5 years of schooling and was orphaned at age 16. After being refused enlistment during World War II in both the Marines and Paratroopers for being too small (5'5") and underweight (110 lbs.), he enlisted in the U.S. Army a few days after his 18th birthday. After basic training at Camp Wolters, Texas, and advanced training at Fort George G. Meade, Maryland, Audie was sent overseas. He was assigned to the famous 15th Infantry Regiment of the 3rd Infantry Division where he fought in North Africa, Sicily, Italy, France, and Germany. He earned a battlefield commission for his courage and leadership ability, as well as, citations and decorations including every medal for valor that America gives. He was also awarded one Belgian and three French medals. Lieutenant Audie Murphy is the highest decorated soldier in American history. Discharged from the Army on September 21, 1945, Audie went to Hollywood at the invitation of movie star James Cagney. He remained in California for the rest of his life and was closely associated with the movie industry, both as an actor and a producer. He acted in 44 films starring in 39 of them. His best known film is "To Hell and Back," adapted from the best selling book of his war experiences by the same name. Most of his movies were westerns. In 1955, Audie Murphy was voted the Most Popular Western Actor in America by the Motion Picture Exhibitors. Audie wrote the lyrics to 16 country and western songs, the most popular of which was "Shutters and Boards," written with Scott Turner in 1962. The song was recorded by over 30 pop singers, including Jerry Wallace, Dean Martin, and Porter Wagoner. He was an accomplished poet; unfortunately, only a few of his poems have survived. In 1950 Audie Murphy joined the 36th Infantry Division ("T-Patchers") of the Texas National Guard and served with it until 1966. He was a Mason and a Shriner and belonged to several veterans' organizations. Audie Murphy was killed in a plane crash on a mountaintop near Roanoke, Virginia, on May 28, 1971. Fittingly, his body was recovered 2 days later on Memorial Day.

Figure 6-1. Biography of Sergeant Audie Murphy

Office Symbol

MEMORANDUM FOR SAMC Selection Board

SUBJECT: Sergeant Audie Murphy Club Nomination

1. Recommend the following individual be considered for membership and induction to the SAMC:

- a. Name:
- b. Rank:
- c. SSN:
- d. Unit:
- e. DOR:
- f. DOB:
- g. PMOS:
- h. Number of soldiers supervised:
- i. BASD:
- j. ETS:
- k. Past and present NCO duty positions:
- l. Military education:
- m. Civilian education:
- n. Awards, decorations, and achievements:
- o. APFT test score and date:
- p. Individual weapon qualification score and date:

2. Any other information pertinent to the candidate's leadership accomplishments.

Commander/CSM

Encls
DD Form 2266
Bio Sketch

Figure 6-2. Sample format for unit commander's nomination

SERGEANT AUDIE MURPHY CLUB BOARD SCORE SHEET			
NAME	RANK	UNIT	DATE
SUBJECT: QUESTIONS 1-10 (10 PTS)			SCORE
1. DRILL AND CEREMONIES			
2. LEADERSHIP			
3. NBC			
4. FIRST AID (COMBAT LEADER)			
5. PREPARING DEFENSIVE POSITIONS: A. USE OF TERRAIN B. USE OF WEAPONS C. USE OF DIAGRAMS/MAPS/RANGE CARDS D. STANDARDS FOR FIGHTING POSITIONS E. FORCE PROTECTION DOCTRINE			
6. MAINTENANCE MANAGEMENT PROCEDURES			
7. TRAINING THE FORCE (FM 25-100/FM 25-101)			
8. NCOES REQUIREMENTS AND PROCEDURES/NCO HISTORY			
9. KNOWLEDGE OF FAMILY SOLDIER SUPPORT AGENCIES: A. ALCOHOL AND DRUG ABUSE PREVENTION CONTROL B. RED CROSS C. ACS D. OUTREACH E. CHAMPUS/TRICARE F. EQUAL OPPORTUNITY/EQUAL EMPLOYMENT OPPORTUNITY			
10. SAFETY PROGRAM			
11. MILITARY BEARING AND APPEARANCE (NCO CAN FAIL THE BOARD IN THIS AREA)			(PASS/FAIL)
BOARD MEMBER _____ DATE _____ GO _____ NO GO _____			

TRADOC Form 600-14-4-R

Figure 6-3. Sample TRADOC Form 600-14-4-R

Office Symbol

MEMORANDUM FOR (Commander Concerned)

SUBJECT: Memorandum of Introduction

1. This Memorandum of Introduction is being forwarded for Staff Sergeant John E. Doe, who has been assigned to your command. He is a member of the Sergeant Audie Murphy Club and has earned the distinction of being one of the finest NCOs ever assigned to the 10th Armored Division, Fort Armor, CA.
2. Membership in the Sergeant Audie Murphy Club is a primary indicator that Staff Sergeant Doe had demonstrated the ability to meet the challenges of leadership and caring for soldiers.
3. I am pleased to personally introduce Staff Sergeant John E. Doe to you. I am confident he will be an invaluable asset to your organization.

Commander/CSM

Figure 6-4. Sample Memorandum of Introduction

1. Interview SAMC members as possible OCS or warrant officer candidates.
2. Encourage assignments to leadership positions that will allow SAMC members to further develop their leadership skills.
3. Assign to instructor duties or positions and teach NCO Development Program classes.
4. Encourage further participation in off-duty education programs to set the example for junior soldiers.
5. Accompany the CSM on unit visits and talk to individual NCOs.
6. Use their talents as:
 - a. Guest speakers at command information classes and seminars.
 - b. Speakers at NCO leadership schools.
 - c. Participants in various USAREC, Rctg Bde, and Rctg Bn ad hoc committees.
 - d. Attendees at selected command briefings.
 - e. Greeters for very important persons visiting local commands.
 - f. Participants in sponsorship and reception programs.
7. Encourage their involvement in community activities (e.g., youth services, Army community services, parent-teacher association).
8. Encourage them to help identify potential SAMC members.

Figure 6-5. Suggestions for recognizing and using SAMC members

Appendix A References

Section I Required Publications

There are no entries in this section.

Section II Related Publications

AR 600-8-22 with USAREC Suppl 1 thereto
Military Awards.

AR 600-8-104
Military Personnel Information Management/
Records.

AR 601-1
Assignment of Enlisted Personnel to the U.S.
Army Recruiting Command.

AR 670-1
Wear and Appearance of Army Uniforms and
Insignia.

TRADOC Reg 600-14
TRADOC Sergeant Audie Murphy Club (SAMC).

USAREC Reg 600-22
Assignment of Enlistment Processing Respon-
sibility.

USAREC Reg 601-95
Delayed Entry and Delayed Training Program.

USAREC Reg 672-13
Annual Awards Program - United States Army
Recruiting Command.

USAREC Pam 350-2
Recruiter Handbook.

Section III Prescribed Form

USAREC Form 598
Recruiting Incentive Awards - Production Point
Worksheet. (Cited in paras 1-5b(4), 3-13, 4-4a,
and 4-6.)

Section IV Referenced Forms

DA Form 17
Requisition for Publications and Blank Forms.

DD Form 1131
Cash Collection Voucher.

TRADOC Form 600-14-1-R
Certificate of Achievement.

TRADOC Form 600-14-2-R
SAMC Membership Card.

TRADOC Form 600-14-3-R
Certificate of Membership.

TRADOC Form 600-14-4-R
Sergeant Audie Murphy Club Board Score

Sheet.

USAREC Form 512
Regular Army and Army Reserve Components
Referral Sheet.

USAREC Form 991
Delayed Entry Program and Delayed Training
Program Transfer and Assumption.

USAREC Form 991-A
AMEDD Educational Delay, Health Professional
Scholarship Program, and Financial Assistance
Program Assumption of Credit.

USAREC Form 1125
Commanding General's Gunner Certificate.

USAREC OP 3
Training Seat Cancellation (DA Form 4187).

Glossary

Section I Abbreviations

AD
active duty

AMEDD
Army Medical Department

AMEDD Det
Army Medical Department detachment

BOARDS
Battalion Operations and Awards Reporting System

CG
Commanding General

CLT
company leadership team

ConAP
Concurrent Admissions Program

CSM
Command Sergeant Major

DA
Department of the Army

DEP
Delayed Entry Program

DTP
Delayed Training Program

FY
fiscal year

GC
guidance counselor

HPSP
Health Professions Scholarship Program

HQ USAREC
Headquarters, United States Army Recruiting Command

LPSC
limited-production station commander

MEPS
Military Entrance Processing Station

MOS
military occupational specialty

NCO
noncommissioned officer

OCS
Officer Candidate School

OML
order of merit list

OPSC
on-production station commander

RA
Regular Army

Rctg Bde
recruiting brigade

Rctg Bn
recruiting battalion

Rctg Co
recruiting company

RS
recruiting station

RS Bde
United States Army Recruiting Support Brigade

RSM
recruit ship month

SAMC
Sergeant Audie Murphy Club

SF
Special Forces

SGM
sergeant major

SSN
social security number

TRADOC
United States Army Training and Doctrine Command

USAR
United States Army Reserve

USAREC
United States Army Recruiting Command

WOFT
Warrant Officer Flight Training

1SG
first sergeant

Section II Terms

bonus points
Points awarded by the CG for various reasons and points awarded for accepting DEP ownership and for accessing that DEP member.

limited-production station commander
Recruiter assigned to a position designated as RS commander who does not receive a personal objective, but has responsibility for the overall RS mission.

Officer Candidate School and Warrant Officer Flight Training points
Those points earned by a recruiter for accep-

tance of an enlistment packet at HQ USAREC, a DEP enlistment, the accession of the DEP member, and the DEP member's graduation from OCS or WOFT.

on-production station commander
Recruiter assigned to a position designated as RS commander who receives a personal objective and has the responsibility for the overall RS mission.

production points
Those points earned by a recruiter for a particular category of enlistment.